

CASE INITIATION NEGLECT/ABUSE PROCEEDINGS

From any screen, type **CSI** (Case Initiation) at the **Next** line and press **<ENTER>**.

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MITTSJ37  UCC3DFK                      Rel Jan03  Calhoun-JISP13DB01:P13PCSD06
                                           6/23/03

                                MAIN MENU
Next: CSI  Case:  _____  Court: E 37  13

CMM - Case Management Menu
FIN - Financial Maintenance Menu
FIP - Financial Payments Menu
  
```

The **Case Initiation** screen will be returned

Case Initiation Screen

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MITTSJ37  UC1JPVK                      Rel Jan03  Calhoun-JISP13DB01:P13PCSD06
                                           12/02/03
                                Case Initiation
Court: E 37  13 FAMILY
Juv File Or Case #: 2003
Type:  _____  CTN Nbr:  _____
Juv Case Year:  _____  if Different than Current Year
Ticket:  _____

PLEASE NOTE: This field should only be used if
the case (petition) year is different than current year.

F3=Exit  F10=Name  F13=Cmnds  F16=Calc
  
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MITTSJ37  UC1JPVK                      Rel Jan03  Calhoun-JISP13DB01:P13PCSD06
                                           6/11/03
                                Case Initiation

Court: E 37  13 FAMILY DIVISION-37TH CIRCUIT
Case: 2003 0000000633
Type: NA
Ticket:  _____

                                CTN Nbr:  _____
  
```

EXAMPLE

Once you have entered the file year, number and case type, press **<ENTER>**.

The **Edit Criminal/Juvenile Case** screen will be returned for processing

Field Definitions for Edit Criminal/Juvenile Case Screen

MITTSJ37 UCH5E1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
 Edit Criminal/Juvenile Case 6/11/03

Case: 2003 0300063301 NA 0
 Jurist: J 27878 REED, GARY K.,
 Disposed: Reopened: Closed: Filed Date: 3/01/2003

Prosecutor: _____ CTN: _____
 Police Incident Nbr: _____ Incarceration Date: _____
 Complaint/Issue Date: 2/28/2003 Location: 3 Battle Creek
 Arraignment Date: _____ Preliminary Date: _____
 Habitual: _____ Caseload Omit: _____
 Lower Court: _____ X-Reference: _____
 Public: P
 Microfilm No: _____ Prison Case: N Jury Demand: _____

Vehicle Information:
 Type: _____ Yr/VPN: _____ VIN: _____ Make: _____ Repeat Ofnd: _____
 Officer/Agency: _____
 Officer/Agency: _____

F3=Exit F10=Name F13=Cmnds F16=Calc F11=Transfer Nbr/Typ

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Jurist	Judge assigned the case.
Filed Date	Date the court received the petition (defaults to today's date).
Prosecutor	P-number of the prosecutor assigned to handle the petition. <F4> prompt for options.
Incarceration Date	Date the individual was incarcerated (usually for district/circuit courts).
Complaint Date	Date of the complaint.
Location	Place where the offense occurred. <F4> prompt for options.
Arraignment Date	Date the arraignment took place (usually for district/circuit courts, unless it is a DJ case).
Preliminary Date	Date the preliminary exam (adult cases) or preliminary hearing (juvenile cases) took place.
Habitual	Determined by prosecutor to enhance sentencing.
Caseload Omit	Omits the case from being counted on quarterly caseload reports.
Lower Court	Identifies the lower court that initially handled the case (usually district court in adult cases).
X-Reference	Field can be used for a ticket number, FIA case number, or any other number that may assist in cross referencing the petition.
Public	Field to determine if case may be viewed by public or personnel not having authority to Non-Public cases. System defaults to "P". and valid options are P (PUBLIC), S (SUPPRESSED) E (EXPUNGED).
Microfilm No.	Microfilm number.
Prison Case	Field is used only if the case was initiated as the result of a crime committed in prison.
Vehicle Info.	Include this information if the petition involves a paper plate offense.
Officer/Agency	The officer and/or police agency that filed the complaint. <F4>prompt for options.

Data Entry for Edit Criminal/Juvenile Case

MITTSJ37 UCH5E1K Rel Jan 3PCSD06
Edit Criminal/Juven 6/11/03

Case: 2003 0300063301 NA 0
Jurist: _____
Disposed: _____ Reopened: _____ Closed: _____ Filed Date: 6/11/2003

Prosecutor: _____ CTN: _____
Police Incident Nbr: _____ Incarceration Date: _____
Complaint/Issue Date: _____ Location: _____
Arraignment Date: _____ Preliminary Date: _____
Habitual: _____ Caseload Omit: _____
Lower Court: _____ X-Reference: _____
Public: P
Microfilm No: _____ Prison Case: N Jury Demand: _____

Vehicle Information:
Type: _____ Yr/VPN: _____ VIN: _____ Make: _____ Repeat Ofnd: _____
Officer/Agency: _____
Officer/Agency: _____

F3=Exit F10=Name F13=Cmnds F16=Calc F11=Transfer Nbr/Typ

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SCAO\1N65QL5 on Ne03:
start Novell... A B C Quark... South 2:57 PM

Please note: The case (petition) number has been automatically created based on the juvenile's file number.

Continue filling in all pertinent fields such as jurist, case filed date (required field), police incident number, etc.

If you are unsure of what to enter in a certain field, you may prompt by doing an **<F4>**.

When you have completed the entry of the case (petition) information, press **<ENTER>** and the **Select Juvenile** screen will be returned.

Select JUVENILE Screen

MITTSJ37 UCMMDFK

Select JUVENILE

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: _____

Name	Gender	DOB	SSN
ADAMS, ALFRED, F			382-12-8311
ADAMS, ALFRED, FRANCIS			382-12-8311
ADAMS, ALICE, A			381-32-5245
ADAMS, ALICE, L, ETAL			
ADAMS, ALLAN, A		12/23/1981	
ADAMS, ALTA,			
ADAMS, AMY, JO,		3/01/1996	
ADAMS, ANITA,			

F3=Exit F6=Create

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||SCAO\1N65QL5 on Ne03:

Check to make sure that the name is not currently on the name index by entering LASTNAME,FIRSTINITIAL and pressing <ENTER>.

MITTSJ37 UCMMDFK

Select JUVENILE

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: KILDEA,K

Name	Gender	DOB	SSN
KILE, MARY, ELLEN,			368-54-9642
KILE, MELINDA, K.			370-56-6247
KILE, PETER, D.			370-56-6247
KILE, ROBERT,			

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||SCAO\1N65QL5 on Ne03:

The name is not on the name index.

Select JUVENILE Screen, continued

MITTSJ37 UCMMDFK

Select JUVENILE

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: KILDEA,K

Name	Gender	DOB	SSN
KILE, MARY, ELLEN,			
KILE, MELINDA, K.			368-54-9642
KILE, PETER, D.			370-56-6247
KILE, ROBERT, EARL,			
KILGORE ERIC PAUL		1/29/1977	
KILGORE JUANITA			
KILGORE, ADELBERT,			
KILGORE, BERTHA, M.		11/26/1986	376-22-9796 +

F3=Exit F6=Create

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start Novell... A B C Quark... South 3:01 PM

Since the name is not on the name index, do an <F6> to create.

The **Edit Name** will be returned.

Field Definitions for Edit Name Screen

Name	Name of the person you are entering, LASTNAME, FIRSTNAME, MIDDLENAME.
Adoption Name	Applies to adoption cases only.
Company	Mark "Y" if this is a company and do not put commas for the name, i.e. SMITH INSURANCE COMPANY.
Gender	Gender of the person. <F4> prompt for options.
Race	The race of the person, if known. <F4> prompt for options.
SSN	Social Security Number for the individual.
Date of Birth	Enter MMDDCCYY date format. Do not use commas or slashes.
Date of Death	Enter MMDDCCYY date format. Do not use commas or slashes.
DLN	Drivers License Number.
Address	Mailing address.
City	City of residence.
State	State of residence.
Zip	Postal code for this address.
Phone	Area code and number. Do not use commas or slashes.
Ext	Extension, if applicable.
Fax	Area code and number. Do not use commas or slashes.
SID	State identification number assigned for fingerprints.
NCIC	Federal identification number.

Data Entry for Edit Name

Enter all known information and press <ENTER>

MITTSJ37 UCC6E1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Name 6/11/03

Name: KILDEA, KARI, ANN Adoption Name: N
Company: N

Gender: E Race: WA
SSN: _____
Date of Birth: 05011997 Date of Death: _____

DLN: _____ St: _____
Address: _____
City: _____ St: _____ Zip: _____
Phone: _____ Ext: _____
Fax: _____
SID#: _____ NCIC#: _____

REMEMBER
It is important to enter as much information
as possible to avoid duplication of names.

F3=Exit F10=Name F13=Cmnds F16=Calc

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The **Select JUVENILE** screen will again be displayed.

MITTSJ37 UCMMDFK Select JUVENILE

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: KILDEA, KARI, ANN

Name	Gender	DOB	SSN
— KILDEA, KARI, ANN	F	5/01/1997	
— KILE, MARY, ELLEN,			
— KILE, MELINDA, K.			368-54-9642
— KILE, PETER, D.			370-56-6247
— ROBERT, F.			

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Data Entry for Edit Name

Select the child by placing a "1" next to her name.

MITTSJ37 UCMDFK

Select JUVENILE

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: KILDEA, KARI, ANN

Name	Gender	DOB	SSN
1 KILDEA, KARI, ANN	F	5/01/1997	368-54-9642
- KILE, MARY, ELLEN,			370-56-6247
- KILE, MELINDA, K.			370-56-6247
- KILE, PETER, D.			370-56-6247
- KILE, ROBERT, EDDIE			

1/28

Press <ENTER> and the **Edit Party** screen will be returned.

Field Definitions for Edit Party Screen

Name Nbr	A unique number identifier associated to that party's name assigned by the system. <F4> prompt on this field will allow you to select or create a name.
Filed Date	Date this party is being added to this case.
Party	Type of party (i.e. Juvenile (JUV), Natural Father, NF, etc.) and the number of that party (i.e. the first juvenile added=1, the second juvenile added=2). <F4> to allow the system to assigned the appropriate number
Offense Date	Date the offense was committed.
Party Cat	Not a valid field for DL, DJ, NA, TL or PJ case types.
Public	Field to determine if the party may be viewed by the public or personnel not having authority to Non-Public cases. <F4> prompt for options.
Family	"Y" at this field will include this party at the minor's family file. This allows the user to enter a name only one time. The system will add the name to all subsequent petitions that are filed for the juvenile.
Service Type	Court designated, formal, informal, permanent, or prosecutor designated are valid options. <F4> prompt for options.
Authorization Date	The date the petition was authorized by the Judge or Referee.
Authorizing Jurist	The Judge or Referee number who authorized the petition. <F4>prompt for options.
Petitioner	The agency, officer or individual who signed the petition requesting the Court to take jurisdiction. <F4>prompt for options

Field Definitions for Edit Party, continued

MITTSJ37 UCIKE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Party 6/11/03

Crt: F 37 13
Case: 2003 0300063301 NA Open
REED Attorneys:
Filed: 3/01/2003 Disposed: Reopened: Closed:

Name Nbr: 3295220 KILDEA, KARI, ANN Filed Date: 3/01/2003
Party: JUV 1 JUVENILE Offense Date: Party Cat:
Public: P Family: Y Service Type:
Auth Date: Auth Jurist: Petitioner:
Current Address Code: 3345549
: Zip:
: F DOB: 5/01/1997 Age:
: St:

Association Type: Attny: Appt/Ret: _ Notices: Y
Cmt: Alt Type: _ Name: OR Mult Alt Names: _

F3=Exit F10=Name F13=Cmnds F23=Cancel Init

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Association Type	Valid options are Guardian ad Litem (GA), Lawyer Guardian Ad litem (LG), Surety (SU), Other (OT), Parents (PA), Conservator (CO). <F4> prompt for options.
Association Number	<F4> prompt to select the associated name. If name is not on the Select Name do an <F6> to create.
Attorney	Enter the attorney's bar number. <F4> prompt for options.
Appt/Ret	A if the attorney is court appointed, R if the attorney is retained.
Notices	"Y" if this person is to receive notices on this case, "N" if this name has been entered for informational purposes, and no notices are required.
Comment	Enter any comments regarding this party.
Alternate Type	The alternate name type, i.e. also known as (aka), doing business as (dba), etc. <F4> prompt for options.
Name	The name number of the party's alternate name. <F4> prompt to select the alternate name. If name is not on The Select Alternate Name screen, do an <F6> to create.
OR Mult Alt Names	"Y" on this field will allow you to add numerous multiple names for this person.

Data Entry for Edit Party

MITTSJ37 UC1KE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Party 6/11/03

Crt: F 37 13
Case: 2003 0300063301 NA
REED Attorneys:
Filed: 3/01/2003 Disposed: Reopened: Closed: Open

Name Nbr: 3295220 KILDEA, KARI, ANN Filed Date: 3/01/2003
Party: JUV 1 JUVENILE Offense Date: 2/28/2003 Party Cat:
Public: P Family: Y Service Type: -
Auth Date: Auth Jurist: - Petitioner: FIA
Current Address: Address Code: 3345549

City: St: Zip:
Phone: Ext: Gender: F DOB: 5/01/1997 Age:
SSN: DLN: St:

Association Type: LG 10119 ALLEN, JOHN M.,
Attny: Appt/Ret: - Notices: Y
Cmt: OR Mult Alt Names: -
Alt Type: Name:

F3=Exit F10=Name F13=Cmnds F23=Cancel Init

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Enter specific information regarding the petition, i.e. offense date (*required field*), service type, authorization date and jurist, as well as the petitioner. You may <F4> prompt on various fields to make your selections.

After you have entered all of the information regarding this party, press <ENTER> and the **Edit Juvenile** screen will be returned.

Field Definitions for Edit Juvenile Screen

MITTSJ37 UCIEU1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Juvenile 6/11/03

Name: KILDEA, KARI, ANN DOB 5/01/1997 Age: 6 Crt: F 37 13
File Nbr: 2003 0000000633 Type: NA Petition #: 1 Family Nbr: _____
Worker: _____ FIA Case: _____

School-Home: _____ Attending: _____ Grade: _____ Microfilm: _____
Ins-Type: _____ Policy: _____ Group No: _____ Expire Date: _____
Ins Service Code: _____ Medicaid ID: _____ Date: _____

STATUS: Open: 2/01/2003
Close: _____
Re-Opened: _____

CURFEW: Weekday: _____ /Weekend: _____

Lgl Sts: _____ Service Type: *None
Custody: NO with: _____ Begin Date: _____
Placement Type: _____ End Date: _____

F3=Exit F10=Name F13=Cmnds F16=Calc

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File Number	Number assigned to the juvenile for that case type. This number is displayed on the tab of the file jacket.
Type	Juvenile's case type entered at case initiation.
Petition #	Increment number for that case (petition)
Family Number	Unique number that links the family members to this file. This is a required field. You may <F4> to create and/or select, or if you know the family number, you may enter it.
Worker	Type and number of the caseworker assigned to the file. <F4> prompt for options.
FIA Case	Family Independence Agency case number, if any.
School Name	School that the juvenile should attend, when placed at home.
Attending	School that the juvenile is attending, based on placement.
Grade	Current grade of the minor.
Insurance Info	Type of insurance, policy number, group number and expiration date of the minor's primary medical insurance coverage.
STATUS: Open	The date the juvenile's file was opened
Close	The date the juvenile's file was closed
Reopen	The date the juvenile's file was reopened
CURFEW Weekday	Curfew time for the juvenile during the week
Weekend	Curfew time for the juvenile on weekends
Lgl Sts	Supervision level of the juvenile/minor
Custody with	In court ordered placement and who placed with
Service type	Level of service for the juvenile by the court
Placement type	Type of place (e.g. with parent, out of home)
Begin & End Date	Date the placement began and ended

These fields are for informational purposes only. Any changes must come from the **Edit Event** screen.

Data Entry for Edit Juvenile & Family Number

Each child must be associated with a family number. This eliminates the need for rekeying of party information and it links a family together to allow you to create events with multiple cases/petitions. To create and/or select the family number, do an <F4> prompt at the Family Number field

MITTSJ37 UCIUE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Juvenile 6/11/03

Name: KILDEA,KARI,ANN DOB 5/01/1997 Age: 6 Yr Crt: F 37 13
File Nbr: 2003 0000000633 Type: NA Petition #: 1 Family Nbr: _____
Worker: _____ FIA Case: _____

School-Home: _____ Attending: _____ Grade: _____ Microfilm: _____
Ins-Type: _____ Policy: _____ Group No: _____ Expire Date: _____
Ins Service Code: _____ Medicaid ID: _____ Date: _____

STATUS: Open: 3/01/2003
Close:

Once you prompt, the **Select the Juvenile's Family** screen will be displayed.

MITTSJ37 UCIUE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

MITTSJ37 UCPTDFK Select the Juvenile's Family

Family Name
KILDEA,KARI,ANN

1=Select 2=Change 4=Delete 5=Display Entire Family

Family Name	Family Nbr
KILGORE,CORNELIUS,L	28402
KILGORE,DANIEL,ROBERT	30825
KILGORE,JARED,RICHARD,	35595
KILGORE,KRISTY ANN,	32260
KILGORE,LEONARD,A	28774
KILGORE,SHALANDA,	29455
KILLEY,ERIN,	36544
KILLGORE,KYLE,WESLEY	31669
KILLIAN,KARI,A	

F3=Exit F6=Create

Minor's Family Name does not exist,
do <F6> to create

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Data Entry for Edit Juvenile & Family Number, continued

<F6> to create will display the **Edit Family Member Details** screen

MITTSJ37 UCPHE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
 Edit Family Member Details 6/11/03

Case Type: NA Family: KILDEA, KARI, ANN

Party Type: JUV
 Name: KILDEA, KARI, ANN
 Comment: _____

Date Entered: 6/11/2003

Family Member Status: A

Minor's Name Family Name

F3=Exit F10=Name F13=Cmnds F16=Calc

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start Novell... A B C Quark... South 1:30 PM

If the family name is acceptable as displayed, press <ENTER> or you may make modifications to the family name and then press <ENTER>.

MITTSJ37 UCPHE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
 Edit Family Member Details 6/11/03

Case Type: NA Family: KILDEA/MOHR MINORS

Party Type: JUV
 Name: KILDEA, KARI, ANN
 Comment: _____

Date Entered: 6/11/2003

Family Member Status: A

Change Family Name to the entitlement on the file jacket.

The **Select the Juvenile's Family** screen will again be displayed.

Data Entry for Edit Juvenile & Family Number, continued

MITTSJ37 UCIUE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

MITTSJ37 UCPTDFK
Select the Juvenile's Family

Family Name
KILDEA

1=Select 2=Change 4=Delete 5=Display Entire Family

Family Name	Family Nbr
KILDEA/MOHR MINORS	39150
KILGORE, CORNELIUS, L	28402
KILGORE, DANIEL, ROBERT	30825
KILGORE, JARED, RICHARD,	35595

Select the minor's family by placing a "1" next to the name

MITTSJ37 UCIUE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

MITTSJ37 UCPTDFK
Select the Juvenile's Family

Family Name
KILDEA

1=Select 2=Change 4=Delete 5=Display Entire Family

Family Name	Family Nbr
1 KILDEA/MOHR MINORS	39150
KILGORE, CORNELIUS, L	28402
KILGORE, DANIEL, ROBERT	30825
KILGORE, JARED, RICHARD,	35595
KILGORE, KRISTEN, L	3260

Once you have selected the family name, press <ENTER> again and you will be returned to the **Edit Juvenile** screen.

MITTSJ37 UCIUE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Juvenile 6/11/03

Name: KILDEA, KARI, ANN DOB 5/01/1997 Age: 6 Crt: F 37 13
File Nbr: 2003 0000000633 Type: NA Petition #: 1 Family Nbr: 39150
Worker: FIA Case:

School-Home: Attending: Grade: Microfilm:
Ins-Type: Policy: Group No: Expire Date:
Ins Service Code: Medicaid ID: Date:

STATUS: Open: 3/01/2003
Close:
Re-Opened:

CURFEW: Weekday: /Weekend:

Make note that the Family Number has been added.

Data Entry for Edit Juvenile, continued

MITTSJ37 UCIUE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Juvenile 6/11/03

Name: KILDEA, KARI, ANN DOB 5/01/1997 Age: 6 Crt: F 37 13
File Nbr: 2003 0000000633 Type: NA Petition #: 1 Family Nbr: 39150
Worker: W 97206 FRYER, LAURA, FIA Case: _____

School-Home: _____ Attending: _____ Grade: _____ Microfilm: _____
Ins-Type: _____ Policy: _____ Group No: _____ Expire Date: _____
Ins Service Code: _____ Medicaid ID: _____ Date: _____

STATUS: Open: 3/01/2003
Close:
Re-Opened:

CURFEW: Weekday: _____ /Weekend: _____

Lgl Sts: _____ Service Type: *None
Custody: NO with: _____ Begin Date: _____
Placement Type: _____ End Date: _____

F3=Exit F10=Name F13=Cmnds F16=Calc

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start Novell... A B C Quark... South 3:16 PM

Once you have entered all pertinent information, press **<ENTER>**.

The **Select Party Name** screen will once again be returned. Type the name of the next minor on the case/petition. If the name is already added to the system, do a "1" to select and press enter. If the name is not on the system, do an **<F6>** to create.

MITTSJ37 UCMMDFK

Select Party Name

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: MOHR, M

Name	Gender	DOB	SSN
MOHR, MARY, ARLENE			
MOHR, ROBERT, WILLIAM			
MOHRHARDT, EVA M			
MOHRHARDT, JOSEPH			

Select Party Name, continued

Enter the known information for the second minor on the case/petition.

MITTSJ37 UCC6E1K		Rel Jan03 Calhoun-JISP13DB01:P13PCSD06	
		Edit Name 6/11/03	
Name: <u>MOHR, MICHAEL, ROBERT</u>		Adoption Name: <u>N</u>	
Company: <u>N</u>			
Gender: <u>M</u>	Race: <u>WA</u>		
SSN: _____			
Date of Birth: <u>08011999</u>	Date of Death: _____		
DLN: _____	St: _____		
Address: _____			
City: _____		St: _____	

Once you have entered the information regarding the second minor, press **<ENTER>** and the **Select Party Name** screen will again be returned.

MITTSJ37 UCCMDFK

Select Party Name

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: MOHR, MICHAEL, ROBERT

Name	Gender	DOB	SSN
— MOHR, MICHAEL, ROBERT	M	8/01/1999	
— MOHR, ROBERT, WILLIAM			
— MOHRHARDT, EVA M			

Do a "1" to select.

MITTSJ37 UCCMDFK

Select Party Name

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: MOHR, M

Name	Gender	DOB	SSN
1 MOHR, MICHAEL, ROBERT	M	8/01/1999	
— MOHR, ROBERT, WILLIAM			

Press **<ENTER>**. The **Edit Party** screen will be displayed.

Data Entry for Edit Party Screen ~ Additional Minor Children

MITTSJ37 UC1KE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Party 6/11/03

Crt: F 37 13
Case: 2003 0300063301 NA KILDEA Open
REED Attorneys:
Filed: 3/01/2003 Disposed: Reopened: Closed:

Name Nbr: 3295221 MOHR, MICHAEL, ROBERT Filed Date: 3/01/2003
Party: _____ Offense Date: _____ Party Cat: _____
Public: P Family: N Service Type: _____
Auth Date: _____ Auth Jurist: _____ Petitioner: _____
Current Address: _____ Address Code: 3345550

City: _____ St: _____ Zip: _____
Phone: _____ M DOB: 8/01/1999

Enter the party type of JUV for the second minor child on this petition.

MITTSJ37 UC1KE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Party 6/11/03

Crt: F 37 13
Case: 2003 0300063301 NA KILDEA Open
REED Attorneys:
Filed: 3/01/2003 Disposed: Reopened: Closed:

Name Nbr: 3295221 MOHR, MICHAEL, ROBERT Filed Date: 3/01/2003
Party: JUV 2 Offense Date: 2/28/2003 Party Cat: _____
Public: P Family: Y Service Type: _____
Auth Date: _____ Auth Jurist: _____ Petitioner: FIA
Current Address: _____ Address Code: 3345550

City: _____ St: _____ Zip: _____
Phone: _____ Ext: _____ Gender: M DOB: 8/01/1999 Age: _____
SSN: _____ DLN: _____ St: _____

Association Type: LG 10119 ALLEN, JOHN M.,
Attny: _____
Cmt: _____
Alt Type: _____ Name: _____
F3=Exit F10=Name

<F4> prompt on this field will automatically increment the party number to the "next" number, as well as populate the offense date, petitioner and Lawyer/Guardian Ad litem fields taken from Party JUV 1

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start Novell... A B C Quark... South 4:10 PM

If all information is correct, press the **<ENTER>** key and the **Edit Juvenile** screen will be returned for the second minor child on this case/petition.

Edit Juvenile Screen Additional Minor Children

MITTSJ37 UCIE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Juvenile 6/11/03

Name: MOHR, MICHAEL, ROBERT DOB 8/01/1999 Age: 3 Crt: F 37 13
File Nbr: 2003 0000000633 Type: NA Petition #: 1 Family Nbr: 39150
Worker: _ FIA Case: _

School-Home: _ Attending: _ Grade: _ Microfilm: _
Ins-Type: _ Policy: _ Group No: _ Expire Date: _
Ins Service Code: _ Medicaid ID: _ Date: _

STATUS: Open: 3/01/2003
Close:
Re-Opened:

PLEASE NOTE: The family number for this minor has been linked to the same family as the first minor entered for this file.

MITTSJ37 UCIE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Juvenile 6/11/03

Name: MOHR, MICHAEL, ROBERT DOB 8/01/1999 Age: 3 Crt: F 37 13
File Nbr: 2003 0000000633 Type: NA Petition #: 1 Family Nbr: 39150
Worker: W 97206 FRYER, LAURA, FIA Case: _

School-Home: _ Attending: _ Grade: _ Microfilm: _
Ins-Type: _ Policy: _ Group No: _ Expire Date: _
Ins Service Code: _ Medicaid ID: _ Date: _

STATUS: Open: 3/01/2003
Close:
Re-Opened:

CURFEW: Weekday: /Weekend:

Lgl Sts: Service Type: *None
Custody: NO with: Begin Date:
Placement Type: End Date:

F3=Exit F10=Name F13=Cmnds F16=Calc

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Continue entering information regarding this child. When completed, press the **<ENTER>** key. The **Select Party Name** screen will again be returned. If there are additional minor children associated with this petition, continue to enter them using the above data entry methods. If all of the children have been added for this petition, begin creating additional parties as follows.

Create Additional Parties for Select Party Name

NAME DOES NOT EXIST

Step #1

Search for name by entering
LASTNAME/FIRSTINITIAL and
press <ENTER>.

Step #2

Name is not on the name index
then <F6> to create name.
Edit Name screen will be
returned.

Step #3

Enter all known information for
this person, then press
<ENTER>. The **Select Party**
screen will be returned

continued →

Create Additional Parties for Select Party Name

MITTSJ37 UCMMDFK

Select Party Name

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: KILDEA

Name	Gender	DOB	SSN
<input type="checkbox"/> KILDEA, KARI, ANN	F	5/01/1997	
<input checked="" type="checkbox"/> KILDEA, SCOTT, ALLEN	M	7/01/1977	
<input type="checkbox"/> KILE, MARY, ELLEN			
<input type="checkbox"/> KILE, MELINDA, K.			368-54-9642
<input type="checkbox"/> KILE, PETER, D.			370-56-6247
<input type="checkbox"/> KILE, ROBERT, EARL			
<input type="checkbox"/> KILGORE ERIC PAUL		1/29/1977	
<input type="checkbox"/> KILGORE JUANITA			

F3=Exit F6=Create

Step #4

Select the name by placing a "1" next to the party's name and press **<ENTER>**. The **EDIT PARTY** screen will be returned

Step #5

Make any necessary modifications to the screen.

If you want this party to be added to the Juvenile's Family File, change the Family Field to "Y".

Press **<ENTER>**. The Select Party screen will be returned.

MITTSJ37 UCIMK1K

Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

Edit Party

Case: 2003 0300063301 NA KILDEA

Filed: 3/01/2003 Disposed: Reopened: Closed: Open

Name Nbr: 3295225 KILDEA, SCOTT, ALLEN

Party: NE 1 NATURAL FAT

Public: P Family: Y

Current Address: 565 SOUTH SUTTON BAY

City: TRAVERSE CITY

Phone: SSN: Ext: DLN: K356890878888

Address Code: 3345554

St: MI Zip: 49888

Gender: M DOB: 7/01/1977 Age: 25

Association Type: Attg: Cmt: Appt/Ret: Notices: Y

OR Mult Alt Names: -

F3=Exit F10=Name F13=Cmnds F16=Calc

You may enter attorney information, if known

MITTSJ37 UCMMDFK

Select Party Name

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: KILDEA

Name	Gender	DOB	SSN
<input type="checkbox"/> KILDEA, KARI, ANN	F	5/01/1997	
<input checked="" type="checkbox"/> KILDEA, SCOTT, ALLEN	M	7/01/1977	
<input type="checkbox"/> KILE, MARY, ELLEN			
<input type="checkbox"/> KILE, MELINDA, K.			368-54-9642
<input type="checkbox"/> KILE, PETER, D.			370-56-6247
<input type="checkbox"/> KILE, ROBERT, EARL			
<input type="checkbox"/> KILGORE ERIC PAUL		1/29/1977	
<input type="checkbox"/> KILGORE JUANITA			

F3=Exit F6=Create

Step #6

This party has successfully been added to the juvenile's case (petition)

Create Additional Parties for Select Party Name

MITTSJ37 UCF1DFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

MITTSJ37 UCMMDFK

Select Party Name

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: _____

Name	Gender	DOB	SSN
A, D,		8/04/1978	
A, E,		9/24/1978	
A, M,		6/01/1979	
AAA ABSOLUTE BONDING,,			
AAA,,			
AABERG, FRED,			
AABERG, FRED,			
AAGAARD, OTTO, MUNK			

F3=Exit F6=Create

REMEMBER
It is important to make sure that the names do not already exist on the name index.

Step #1

Search for name by entering
LASTNAME/FIRSTINITIAL and
press <ENTER>

Step #2

Name is not on the name index
then <F6> to create name.
Edit Name screen will be
returned.

MITTSJ37 UCF1DFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

MITTSJ37 UCMMDFK

Select Party Name

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: KILDEA

Name	Gender	DOB	SSN
KILDEA, KARI, ANN	F	5/01/1997	
KILE, MARY, ELLEN,			
KILE, MELINDA, K.			368-54-9642
KILE, PETER, D.			370-56-6247
KILE, ROBERT, EARL,			
KILGORE ERIC PAUL		1/29/1977	
KILGORE JUANITA			
KILGORE, ADELBERT,			

F3=Exit F6=Create
Record changed.

Add mother of child #1 & 2

Step #3

MITTSJ37 UCC6E1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

Edit Name 6/23/03

Name: KILDEA, SARA, MARIE, Adoption Name: N

Company: N

Gender: F Female Race: WA White American

SSN: _____

Date of Birth: 9/01/1980 Age: 22 Date of Death: _____

DLN: _____ St: _____

Address: 329B MARSHALL ROAD

City: BATTLE CREEK St: MI Zip: 48888

Phone: 269/969-8788 Ext: _____

Fax: _____

SID#: _____ NCIC#: _____

F3=Exit F10=Name F13=Cmnds F16=Calc

Enter all known information for
this person, then press
<ENTER>. The **Select Party**
screen will be returned

continued →

Create Additional Parties for Select Party Name

MITTSJ37 UCF1DFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD806

MITTSJ37 UCMMDFK

Select Party Name

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: KILDEA,S

Name	Gender	DOB	SSN
KILDEA, KARI, ANN	F	5/01/1997	
KILDEA, SARA, MARIE,	F	9/01/1980	
KILDEA, SCOTT, ALLEN	M	7/01/1977	
KILE, MARY, ELLEN,			368-54-9642
KILE, MELINDA, K.			370-56-6247
KILE, PETER, D.			
KILE, ROBERT, EARL,			
KILGORE ERIC PAUL		1/29/1977	+

F3=Exit F6=Create

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Step #4

Select the name by placing a "1" next to the party's name and press <ENTER>. The **EDIT PARTY** screen will be returned

Step #5

Make any necessary modifications to the screen.

If you want this party to be added to the Juvenile's Family File, change the Family Field to "Y".

Press <ENTER> . The Select Party screen will be returned.

MITTSJ37 UCF1DFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD806

MITTSJ37 UCIMK1K

Edit Party

Crt: F 37 13
Case: 2003 0300063301 NA KILDEA/MOHR MINORS
REED Attorneys: Open
Filed: 3/01/2003 Disposed: Reopened: Closed:

Name Nbr: 3295226 KILDEA, SARA, MARIE, Filed Date: 03012003
Party: NM 1 Offense Date: Party Cat:
Public: P Family: Y Service Type:
Auth Date: Auth Jurist: Petitioner:
Current Address: 3298 MARSHALL ROAD Address Code: 3345555

City: BATTLE CREEK St: MI Zip: 48888
Phone: 269/969-8788 Ext: Gender: F DOB: 9/01/1980 Age:
SSN: DLN: St:
Association Type: Appt/Ret: Notices:
Attny: Cat: OR Mult Alt Names:
Alt Type: Name:
F3=Exit F10=Name F13=Cmnds F23=Cancel Init

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Step #6

This party has successfully been added to the juvenile's case (petition)

MITTSJ37 UCF1DFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD806

MITTSJ37 UCMMDFK

Select Party Name

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: KILDEA,S

Name	Gender	DOB	SSN
KILDEA, KARI, ANN	F	5/01/1997	
KILDEA, SARA, MARIE,	F	9/01/1980	
KILDEA, SCOTT, ALLEN	M	7/01/1977	
KILE, MARY, ELLEN,			368-54-9642
KILE, MELINDA, K.			370-56-6247
KILE, PETER, D.			
KILE, ROBERT, EARL,			
KILGORE ERIC PAUL		1/29/1977	+

F3=Exit F6=Create

Connected to remote server/host OSMILANS using port 23

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Create Additional Parties for Select Party Name

NAME EXISTS

Step #1

Search for name by entering LASTNAME/FIRSTINITIAL and press **<ENTER>**. The name is already on the Name Index.

Step #2

Verify the name and address information by entering a "5" and **<ENTER>** to display the name and address information. You may also do a "C" for cases to view the cases associated with this name.

Step #3

If the information is correct, **<F3>** to exit. If you need to change any information relating to this individual **<F3>** from this screen, then "2" and **<ENTER>**, make necessary changes, press **<ENTER>**, then **<F3>**. You will return to the **Select Party Name** screen.

continued →

Create Additional Parties for Select Party Name

MITTSJ37 UCF1DFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

MITTSJ37 UCF1DFK Select Party Name

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: MOHR,R

Name	Gender	DOB	SSN
1 MOHR, ROBERT, WILLIAM			
MOHRHARDT, EVA M			
MOHRHARDT, JACOB, H.			
MOHRHARDT, NETTIE,			
MOHRHARDT, RALPH, H			
MOHRHARDT, ROBERT,			
MOHRHARDT, SHARON,			
MOILES, MARK,		8/04/1960	378-80-8271

F3=Exit F6=Create

Connected to remote server/host OSMLAN5 using port 23

Step #4

Select the party to be added to the case by placing a "1" next to the name and press **<ENTER>**. The **EDIT PARTY** screen will be returned.

Step #5

Make any necessary modifications to the **Edit Party** screen.

If you want this party to be added to the Juvenile's Family File, change the Family Field to "Y".

Press **<ENTER>**. The Select Party screen will be returned.

MITTSJ37 UCF1DFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

MITTSJ37 UCF1DFK Edit Party

Crt: F 37 13
Case: 2003 0300063301 NA KILDEA/MOHR MINORS
REED Attorneys:
Filed: 3/01/2003 Disposed: Reopened: Closed: Open

Name Nbr: 2688991 MOHR, ROBERT, WILLIAM Filed Date: 03012003
Party: NE 2 Offense Date: Party Cat:
Public: P Family: Y Service Type:
Auth Date: Auth Jurist: Petitioner:
Current Address: 246 WINTER STREET Address Code: 3345575

City: BATTLE CREEK St: MI Zip: 48888
Phone: 616/259-8787 Ext: Gender: DOB: Age:
SSN: DLN: St:

Association Type: Attng: Appt/Ret: Notices:
Cmt: OR Mult Alt Names:
Alt Type: Name:

F3=Exit F10=Name F13=Cmts F23=Cancel Init

Connected to remote server/host OSMLAN5 using port 23

REMEMBER
You can **<F4>** prompt on certain fields to make your selections

Step #6

This party has successfully been added to the minor's case (petition)

MITTSJ37 UCF1DFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

MITTSJ37 UCF1DFK Select Party Name

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: MOHR,R

Name	Gender	DOB	SSN
1 MOHR, ROBERT, WILLIAM			
MOHRHARDT, EVA M			
MOHRHARDT, JACOB, H.			
MOHRHARDT, NETTIE,			
MOHRHARDT, RALPH, H			
MOHRHARDT, ROBERT,			
MOHRHARDT, SHARON,			
MOILES, MARK,		8/04/1960	378-80-8271

F3=Exit F6=Create

Connected to remote server/host OSMLAN5 using port 23

When you have entered all necessary parties for this case (petition), do an **<F3>** and the **Edit Charge** screen will be returned

Field Definitions for Edit Charge Screen

MITTSJ37 UCKME1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD806
Edit Charge 6/12/03

Crt: F 37 13
Case: 2003 0300063301 NA KILDEA Open
REED Attorneys:
Filed: 3/01/2003 Disposed: Reopened: Closed:
Count: 1 Prosecutor Count: ____

Charge A/S/C
Original: _____
Current: _____
Notice: _____

Speed: ____ Allowed: ____ SOS Code: ____ Effective Date:
Cmt: _____

F3=Exit F10=Name F13=Cmnds F16=Calc F23=Cancel Init

Connected to remote server/host OSMLANS using port 23

Case	Case number associated with this count
Filed	Date the case was filed
Disposed	Date the charge was disposed
Reopened	Date the case was reopened
Closed	Date the case was closed
Count	Charge number for this offense (system assigned)
Prosecutor Count	Taken from Prosecutor Interface (when available)
Original	Original PACC code for this charge (do not make an entry here unless you have made a mistake entering the charge).
Current	The current charge for this case. Maybe be modified if the count modified
Notice	State charge code for offense notices (obtained from PACC Warrant File)
A/S/C	A=Attempted; S=Solicited; C=Conspiracy
Speed	Rate of speed listed on the ticket/charge
Allowed	The speed allowed (e.g. posted speed limit is 35, therefore the ticket will read 55/35 - 35 would be entered in the allowed field)
SOS Code	The Secretary of State Offense Code used for abstracts (system assigned).
Effective Date	The effective date of the SOS code (system assigned).
Cmt	Any comments you want to make regarding this count.

Data Entry for Edit Charge

MITTSJ37 UCKME1K Rel Jan03 Calhoun-JISP13DB01:P13PCSDB06
Edit Charge 6/12/03

Crt: F 37 13
Case: 2003 0300063301 NA KILDEA
REED Attorneys: Open
Filed: 3/01/2003 Disposed: Reopened: Closed:

Count: 1 Prosecutor Count: ____

Charge A/S/C
Original: _____
Current: _____
Notice: _____

Speed: ____ Allowed: ____ SOS Code: ____ Effective Date: ____

Cmt: _____
Count field pertains to charges, not minor children.

F3=Exit F10=Name F13=Cmde F16=Calc F23=Cancel Init

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Enter the charge(s) as it pertains to this case (petition). Do not enter a charge for each minor.

MITTSJ37 UCKME1K Rel Jan03 Calhoun-JISP13DB01:P13PCSDB06
Edit Charge 6/12/03

Crt: F 37 13
Case: 2003 0300063301 NA KILDEA
REED Attorneys: Open
Filed: 3/01/2003 Disposed: Reopened: Closed:

Count: 1 Prosecutor Count: ____

Charge A/S/C
Original: _____
Current: 712A2B1
Notice: _____

This field will be automatically populated based on the entry made on the Current Charge information. **DO NOT** make any entries at this field unless you are correcting an error in data entry.

Do not use periods in the PACC code

F3=Exit F10=Name F13=Cmde F16=Calc F23=Cancel Init

Connected to remote server/host OSMLANS using port 23 SCAO\1N65QL5 on Ne03:

Enter the charge on the case (petition), press **<ENTER>**. Continue entering the charges for the case (petition), when you have entered the last charge, press **<ENTER>** then **<F3>**. You will be returned to the **Edit Event** screen.

Field Definitions for Edit Event Screen

MITTSJ37 UCIXE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Event 6/12/03

Crt: F 37 13 Bond: Auth: Open
Case: 2003 0300063301 NA GKR KILDEA/MOHR MINORS
Atty: ALLEN Worker: FRYER
File: 3/01/2003 Dispose: Reopen: Close:

Evt: ___ Dte: 6/12/2003 Plea: ___ Dsp: ___ Pgm/Rslt: ___ Monetary: ___
Pty: ___ Cnt: ___ Attny: ___ Jur: ___ Due Dte: ___
Cmt: ___
Form: ___ Register: ___ Receipt: ___ Amount: ___

<F4> prompt is available for all fields unless indicated otherwise

Evt	Specific event code that is being entered into the system
Dte	Date of this event. System defaults to today's date. (Cannot <F4> on this field)
Plea	Used to indicate indicate the plea, if any, on each charge.
Dsp	Code to determine how the case (petition) was adjudicated. This information will be counted on caseload under "Method of Disposition".
Pgm/Rslt	Codes created to indicate results of a hearing regarding a case, or to indicate a specific program. Placing a "Y" next to this field will allow you to enter up to 999 programs and/or results.
Monetary	"Y" will take you to the Edit Monetary Orders screen to create financial orders.
Pty	The party that this event relates to.
Cnt	Specific count that this event relates to. This field is often used for pleas or when disposing cases, as it allows you to be count specific when entering dispositions.
Attny	Attorney who was at the court hearing or who is filing a document.
Jur	Jurist who handled the hearing or who signed the order. This field will default to the jurist assigned to the case
Due Dte	Date that the next filing is due. Primarily used in Probate and Circuit Court.
Cmt	Field that allows the user to type any comments. These comments will display on the Register of Actions. <F14> will allow entry of up to 999 lines of text.
Form	Form type (e.g., CC, JC, PC, MC, etc.) and form number that you are creating. This will automatically take you to form processing when you press <ENTER>.
Register	
Receipt	
Amount	

Field Definitions for Edit Event Screen, continued

Legal Status: ____		Curfew Time: Weekday: ____ /Weekend: ____	
Placement: Type: ____		Custody: N Begin: ____ End: ____	
Facility: ____		Spec Rate: ____ Pty: ____ No Charge: ____	
Schedule Next Action:			
Next: ____		Date: ____ Time: ____ Jur: ____ Ctrm: ____	
Cmt: _____			
F3=Exit F10=Name F13=Cmnds F14=More Comments F16=Calc F20=Bonds			

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2:52 PM

<F4> prompt is available for all fields unless indicated otherwise

Legal Status	Indicates the supervision level for the child. This field will be counted in caseload under "Juveniles in the System" or "Children in the System".
Curfew Time	Weekday: Time the juvenile must be home (normally Sunday night through Thursday night are considered weekdays). Weekend: Time the juvenile must be home (normally Friday night and Saturday night are considered weekends). (Cannot <F4> on this field)
Placement	Type: Description of the type of placement the child has been placed at. (e.g., PHP = Place in Home of Parent; PFF = Placed in Foster Care, FIA Supervision). Custody: Flag to indicate if the child is in court ordered out-of-home placement. "Y" indicates that the minor is in placement, "N" indicates the minor is placed with a parent. Begin: Date (actual date placed) the placement began. End: Date (actual date removed) the placement ended.
Facility	Facility Number for that juvenile/minor's placement, if in out-of-home placement. This number is often assigned by the state.
Spec Rate	The rate, if different from the normal facility rate. (i.e., if the normal facility rate is \$150.00 per day, but due to difficulty of care, the rate is \$160.00 per day, then enter \$160.00 in this field).
Pty	Party type of the placement if the juvenile/minor is not being placed in a facility e.g. NM to indicate natural mother.
No Charge	Flag that indicates if the court is not responsible for paying for this out-of-home placement (i.e. FIA is paying for the placement).
Schedule Next Action:	Next: Hearing type being scheduled. Date: Date the hearing is scheduled for. Time: Time the hearing is scheduled for, followed by A (a.m.) or P (p.m.). Jur: Judge/referee/clerk scheduled to hold the hearing. This field will default to the jurist assigned to the case, but you may override this field with a different jurist. Courtroom: Courtroom location for this hearing. System will default to the assigned jurist/referee courtroom, but you may override this field with a different courtroom location.
Cmt	Allows the user to type any comments regarding the next scheduled action.

Field Definitions for Edit Event Screen, continued

There are several fields on this screen that are automatically filled in based on data entry from other screens and/or that are pertinent to event data entry

Edit Event ~ Header Field Definitions

Bond	Code that indicates the type of bond that has been set and the last action taken on the bond. Entered at Work with Bonds and Bond Actions screen.
Auth	Date that the case/petition was authorized for filing. Entered at the Edit Party screen or Edit Event screen with a result of AUT .
Open	This field will change based on the status of the case (petition) as entered on the Edit Event screen. If the case has not been adjudicated, it will display as Open . When the case has been adjudicated with a disposition, it will display as Adju . When the case is closed it will display as Clos .
Case	Case number that this event is being entered for.
Initials	Initials of the jurist assigned to this case. The jurist is entered on the Edit Criminal/Juvenile Case screen.
Name	Case entitlement. Entered on the Edit Party screen during <i>Case Initiation</i> or Edit Party when making a modification, or from the Edit Event screen.
Atty	Name of the attorney appointed or retained. Entered on the Edit Party screen during <i>Case Initiation</i> or Edit Party when making a modification, or from the Edit Event screen.
Worker	Name of the worker who has been assigned this case. Entered on the Edit Juvenile screen.
CVA, etc.	Used to assist users so they are aware when a case/charge is Crime Victim Assessable (CVA), Abstractable (ABS), requires Sex Offenders Registration (SOR), requires HIV Testing (HIV), requires DNA testing (DNA), and/or requires that fingerprints need to be sent for Criminal History Reporting (CHR)
File	The date the case/petition was filed with the court. Entered on Edit Criminal/Juvenile Case screen (filed date).
Dispose	Date the case/petition was adjudicated/disposed. This date is based on the event date entered with a disposing code used at the DSP field on the Edit Event screen.
Reopen	Date the case/petition was reopened. This date is based on the event date with the reopening event type (reopen event category) entered on the Edit Event screen.
Close	Date the case/petition was closed. This date is based on the event date with the closing event type (closing event category) entered on the Edit Event screen.

Data Entry for Edit Event

STEP #1

<F4> Prompt on the event field. This will display the **Select Event Type by Description** pop-up window

STEP #2

Type the description of the event you are searching for and press <ENTER>.

STEP #3

Next, select the event by entering a "1" next to the event description and press <ENTER>. The **Edit Event** screen will be returned.

Data Entry for Edit Event, continued

STEP #4

The event code is automatically filled in based on the selection from the **Select Event** screen. Enter the date of the event.

STEP #5

<F4> prompt at the PTY field.

STEP #6

The **Select Parties for Event** screen is displayed.

Data Entry for Edit Event, continued

MITTSJ37 UCIXE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

MITTSJ37 UCP8DFK
Court: F 37 13 Select Parties for Event (Neglect Cases ONLY)
Family Name: KILDEA/MOHR MINORS

Type options, press Enter.
1=Select 2=Change 5=Display

Party: _____

Pty	Name	Case:
1 JUV	1 KILDEA, KARI, ANN	2003 0300063301
1 JUV	2 MOHR, MICHAEL, ROBERT	2003 0300063301
1 JUV	1 KILDEA, SCOTT, ALLEN	2003 0300063301
1 JUV	2 MOHR, ROBERT, WILLIAM	2003 0300063301
1 JUV	1 KILDEA, SARA, MARIE,	2003 0300063301

F3=Exit F6=Create F10=Name F13=Cmnds F16=Calc

STEP #7

Select the parties that this event pertains to by entering a "1" next to their names and press **<ENTER>**.

STEP #8

The **Edit Event** screen is returned indicating that this event will be entered for the first minor.

MITTSJ37 UCIXE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06 6/24/03

Edit Event

Crt: F 37 13 Bond: KILDEA/MOHR MINORS Auth: Open
Case: 2003 0300063301 NA GKR
Atty: ALLEN Worker: FRYER
File: 3/01/2003 Dispose: Reopen: Close:

Evt: OTC Dte: 3/01/2003 Plea: Dsp: Pgm/Rslt: Monetary: Pty: JUV 1 Cnt: Attny: Jur: 1 27878 Due Dte:

Form: Register: Receipt: Amount:

Legal Status: Curfew Time: Weekday: /Weekend: Placement: Type: Custody: N Begin: End: Facility: Spec Rate: Pty: No Charge:

Schedule Next Action: Next: Date: 3/01/2003 Time: 2:00 P Jur: R 17767 MILLER Ctrm: Cmt:

F3=Exit F10=Name F13=Cmnds F14=More Comments F16=Calc F20=Bonds

STEP #9

Continuing entering information, such as next action information, regarding the first minor, and then press **<ENTER>**.

MITTSJ37 UCIXE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06 6/24/03

Edit Event

Crt: F 37 13 Bond: KILDEA/MOHR MINORS Auth: Open
Case: 2003 0300063301 NA GKR
Atty: ALLEN Worker: FRYER
File: 3/01/2003 Dispose: Reopen: Close:

Evt: OTC Dte: 3/01/2003 Plea: Dsp: Pgm/Rslt: Monetary: Pty: JUV 1 Cnt: Attny: Jur: 1 27878 Due Dte:

Form: Register: Receipt: Amount:

Legal Status: Curfew Time: Weekday: /Weekend: Placement: Type: Custody: N Begin: End: Facility: Spec Rate: Pty: No Charge:

Schedule Next Action: Next: Date: 3/01/2003 Time: 2:00 P Jur: R 17767 MILLER Ctrm: Cmt:

F3=Exit F10=Name F13=Cmnds F14=More Comments F16=Calc F20=Bonds

Data Entry for Edit Event, continued

STEP #10

Please Note: The next action information was automatically populated based on the data entry for the first minor.

The **Edit Event** screen is again returned indicating that this event will be entered for the second minor. Continue entering event information regarding the second child. Make any necessary changes, and then press **<ENTER>**.

STEP #11

The **Edit Event** screen is again returned for additional event entry.

STEP #12

Continue entering events using the above process until all events have been entered.
Events

Data Entry for Edit Event, continued

Once you have entered all of the events for this case, press **<ENTER>**, and then **<F3>**. The **Work with Events** screen will be returned.

MITTSJ37 UCFZDFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Work with Events 6/24/03
Next: ____ Case: 2003 0300063301 Court: F 37 13
NA KILDEA/MOHR MINORS Open
Attorneys:
REED Filed: 3/01/2003 Disposed: Reopened:
Type options, press Enter.
2=Change 4=Delete 5=Display F=Form M=Monetary P=Program/Results S=Sentence
Date: ____
+
- 3/01/2003 Evt# 4 Event Cnt Pty Attny Jurist Receipt Amount
PET JUV 2 27878 .00
- 3/01/2003 3 PET JUV 1 27878 .00
- 3/01/2003 2 OTC JUV 2 27878 .00
Nxt: PRH 3/01/2003 2:00 P Rm#: 82
F3=Exit F6=Create F10=Name F13=Cmnds F16=Calc F17=Top F18=Bottom F21=Print
Page down to view the remainder of the events.

MITTSJ37 UCFZDFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Work with Events 6/24/03
Next: ____ Case: 2003 0300063301 Court: F 37 13
NA KILDEA/MOHR MINORS Open
Attorneys:
REED Filed: 3/01/2003 Disposed: Reopened:
Type options, press Enter.
2=Change 4=Delete 5=Display F=Form M=Monetary P=Program/Results S=Sentence
Date: ____
- 3/01/2003 Evt# 1 Event Cnt Pty Attny Jurist Receipt Amount
OTC JUV 1 27878 .00
Nxt: PRH 3/01/2003 2:00 P Rm#: 82

You have successfully entered all of the case (petition) information for this neglect petition.